



## City of Lauderhill

5581 W. Oakland Park Boulevard, Lauderhill, FL  
33313  
Phone: 954-739-3030 \* Fax: 954-730-4239

### Homeowner/Builder Permit Application

- Complete the Broward County Building Permit Application. Please note that the Job Value item on the second line must be filled in. This amount reflects the total cost of your project. You will need to submit a receipt or a job estimate to verify the amount listed.
- Complete the Owner/Builder Affidavit, listing the applicant's name on the top line. Please read this item and if you are in agreement, **sign and notarize this document.**
- Submit 2 sets of drawings that reflect the work being done.
- When installing impact windows/doors, you will need to submit 2 copies of the Notice of Approval (NOA).
- IF THE JOB VALUE IS MORE THAN \$2,500.00, YOU MUST ALSO SUBMIT A CERTIFIED COPY OF THE NOTICE OF COMMENCEMENT FILED WITH BROWARD COUNTY. INSTRUCTIONS FOR FILING THIS FORM ARE ATTACHED.
- Survey (2 copies, if applicable).
- Department of Planning & Environmental Protection Approval for Additions.
- Engineering Permit Application (if applicable).
- Proof of Ownership (if property has been recently purchased).
- Encroachment/Hold Harmless Agreement as it applies to work being done.

# BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Select One Trade:  Building     Electrical     Plumbing     Mechanical     Other \_\_\_\_\_

Application Number: \_\_\_\_\_

Application Date: \_\_\_\_\_

1	Job Address: _____		Unit: _____		City: _____	
	Tax Folio No.: _____		Flood Zn: _____		BFE: _____	
	Building Use: _____		Construction Type: _____		Occupancy Group: _____	
	Present Use: _____		Proposed Used: _____			
	Description of Work:					
	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Revision <input type="checkbox"/> Other: _____					
	Legal Description: _____					<input type="checkbox"/> Attachment

2	Property Owner: _____		Phone: _____		Email: _____	
	Owner's Address: _____		City: _____		State: _____ Zip: _____	

3	Contracting Co.: _____		Phone: _____		Email: _____	
	Company Address: _____		City: _____		State: _____ Zip: _____	
	Qualifier's Name: _____		Owner-Builder: <input type="checkbox"/>		License Number: _____	

4	Architect/Engineer's Name: _____		Phone: _____		Email: _____	
	Architect/Engineer's Address: _____		City: _____		State: _____ Zip: _____	
	Bonding Company: _____					
	Bonding Company Address: _____		City: _____		State: _____ Zip: _____	
	Fee Simple Titleholder's name (if other than owner): _____					
	Fee Simple Titleholder's Address (if other than owner): _____		City: _____		State: _____ Zip: _____	
	Mortgage Lender's Name: _____					
Mortgage Lender's Address: _____		City: _____		State: _____ Zip: _____		

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

**OWNER'S AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

X \_\_\_\_\_  
Signature of Property Owner or Agent

X \_\_\_\_\_  
Signature of Qualifier

STATE OF FLORIDA  
COUNTY OF BROWARD

STATE OF FLORIDA  
COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
(Type / Print Property Owner or Agent Name)

\_\_\_\_\_  
(Type / Print Qualifier's Name)

\_\_\_\_\_  
NOTARY'S SIGNATURE as to Owner or Agent's Signature

\_\_\_\_\_  
NOTARY'S SIGNATURE as to Qualifier's Signature

Notary Name \_\_\_\_\_  
(Print, Type or Stamp Notary's Name)

Notary Name \_\_\_\_\_  
(Print, Type or Stamp Notary's Name)

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Permit Officer    Issue Date: \_\_\_\_\_ Code in Effect: \_\_\_\_\_

**A jurisdiction may use a supplemental page requesting additional information and citing other conditions, please inquire.**  
Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.

# OWNER/BUILDER AFFIDAVIT

STATE OF FLORIDA  
COUNTY OF BROWARD

BEFORE ME THIS DAY PERSONALLY APPEARED \_\_\_\_\_ who being duly sworn, deposes and says as follows: "I HAVE READ AND FULLY UNDERSTAND THE PROVISIONS OF THIS INSTRUMENT."

STATE LAW REQUIRES construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions, even though you do not have a license. You must provide direct, on site supervision of the construction yourself. You may build or improve a one-family or two-family residence or farm outbuilding. You may build or improve a commercial building provided your costs do not exceed \$75,000.

The building or residence must be for your own use and occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built, or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor, or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you which means that you must deduct FICA and withholding tax, and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes and zoning regulations. (Chapter 489 FS)

1. The Owner alone shall act as the Primary Contractor for all phases of the construction.
2. The Owner shall comply with all provisions of the Florida Building Code.
3. Only properly licensed contractors shall perform work, including any phases of the construction that are sub-contracted.
4. In the event that the Building Official shall require corrections to be made, the Owner shall assume full responsibility to ensure that they are made and, upon completion, shall call for re-inspection before proceeding with the construction.
5. The Owner shall assume full responsibility for the construction and will not expect supervision of his work from the City of Lauderhill Building Department.
6. The Owner shall comply with all municipal, state and federal laws, with regard to social security, workman's compensation, safety codes, etc., where applicable.

THE UNDERSIGNED FURTHER AGREES THAT if the owner should be unable to comply with the above requirements, the Owner shall hire licensed contractors to take over and complete the job in strict compliance with the Florida Building Codes.

Sworn to and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Job Address

**INSTRUCTIONS FOR COMPLETION AND RECORDING  
OF NOTICE OF COMMENCEMENT**

1. Complete the Notice of Commencement Form.
  - All information must be typewritten or legibly printed.
  - Lines 1, 2 and 3 must always be filled in. Items 4 through 9 are completed as applicable. For lengthy legal descriptions, attach a separate page and indicate on the form that the legal description is attached.
  - If line 5 applies, a copy of the Payment Bond must be attached to the instrument when it is recorded.
  - Be sure to read the Warning to Owner. The owner (of the property) must sign in two places on the Notice of Commencement, or the Owner's Authorized Officer/Director/Partner/Manager.
  - The owner or the person who signed must also sign under the Verification Pursuant to Section 92.525 of the Florida Statutes, indicating that they have read the foregoing instrument and declare that the facts stated in it are true. At the bottom of the form please type or print the name and address of the party to whom the recorded Notice is to be returned.
2. The owner or person who signed must appear with the completed form before a Notary Public, who must complete the acknowledgment portion of the form and affix his or her seal. You can get the form notarized at the offices of the Broward County Records, Taxes and Treasury Division. The owner must appear in person, and present official photo ID, such as a current driver's license or other current government-issued photo identification, to the Notary. The fee is \$10 per acknowledgement.
3. To calculate recording fees due, count the total number of pages in the document. The fee is \$10 for the first page and \$8.50 for each additional page of the same document. If you require a certified copy to post on the job site, include an additional \$1 for each page of the document and \$2 for certification of each document. If you are unsure of the fees and wish to record your document in person, wait until you get to the recording office to complete your check. If you need the certified copy right away, you should go in person to the recording office. If you mail in your Notice of Commencement, please include a self-addressed, stamped envelope for the return of your recorded documents.
4. Make checks payable to "Board of County Commissioners."
5. Electronically record the documents within minutes at:

Governmental Center West  
1 N. University Drive  
Plantation, FL 33324

Notice of Commencement Services are available Monday through Friday from 8AM to 1PM and 2 to 4PM.

Or mail to:

Broward County Records, Taxes and Treasury Division  
ATTN: Recording Section  
P.O. Box 14668  
Fort Lauderdale, FL 33302

Or deliver in person to either our Fort Lauderdale or Plantation location:

6. Broward County Records, Taxes and Treasury Division  
Broward County Governmental Center Room 114  
115 S. Andrews Ave.  
Fort Lauderdale, FL 33301  
Open Monday through Friday, 7:30 a.m. to 5:00 p.m.

AFTER RECORDING – RETURN TO: City of Lauderhill  
Building Department  
5581 W. Oakland Park Blvd.  
Lauderhill, FL 33313

PERMIT NUMBER: \_\_\_\_\_

**NOTICE OF COMMENCEMENT**

The undersigned hereby given notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes the following information is provided in the Notice of Commencement.

1. **DESCRIPTION OF PROPERTY** (Legal description & street address, if available) **TAX FOLIO NO.:** \_\_\_\_\_

**SUBDIVISION** \_\_\_\_\_ **BLOCK** \_\_\_\_\_ **TRACT** \_\_\_\_\_ **LOT** \_\_\_\_\_ **BLDG** \_\_\_\_\_ **UNIT** \_\_\_\_\_

2. **GENERAL DESCRIPTION OF IMPROVEMENT:**

3. **OWNER INFORMATION:** a. Name \_\_\_\_\_

b. Address \_\_\_\_\_ c. Interest in property \_\_\_\_\_

d. Name and address of fee simple titleholder (if other than Owner) \_\_\_\_\_

4. **CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER:**

5. **SURETY'S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT:**

6. **LENDER'S NAME, ADDRESS AND PHONE NUMBER:**

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:

**NAME, ADDRESS AND PHONE NUMBER:**

8. In addition to himself or herself, Owner designates the following to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes:

**NAME, ADDRESS AND PHONE NUMBER:**

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): \_\_\_\_\_, 20\_\_\_\_

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

\_\_\_\_\_  
**Signature of Owner or  
Owner's Authorized Officer/Director/Partner/Manager**

\_\_\_\_\_  
**Print Name and Provide Signatory's Title/Office**

State of Florida  
County of Broward

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By \_\_\_\_\_, as \_\_\_\_\_  
(name of person) (type of authority, ...e.g. officer, trustee, attorney in fact)

For \_\_\_\_\_  
(name of party on behalf of whom instrument was executed)

\_\_\_\_\_ Personally known or \_\_\_\_\_ produced the following type of identification: \_\_\_\_\_

Notary

\_\_\_\_\_  
(Signature of Notary Public)

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

**Signature(s) of Owner(s) or Owner(s)' Authorized Officer/ Director / Partner/Manager who signed above:**

By \_\_\_\_\_ By \_\_\_\_\_



**City of Lauderhill  
Encroachment Agreement & Hold Harmless**

The CITY shall not be responsible for any damage to improvements now or hereafter existing on the Project which lies within the CITY's right-of-way or property; including but not limited to: fencing, sidewalks, pavement, shrubbery, landscaping signage or irrigation equipment and machinery which may result from the CITY's access to, or repair, or maintenance of any lines or facilities including any necessary excavation within the area of such lines or facilities in order to repair or maintain same. The CITY'S only obligation after repairing or maintaining the lines or facilities will be to adequately fill and compact any such excavation and return the ground to pre-development natural grade.

APPLICANT hereby holds harmless, releases, and waives any and all rights it may now, or hereafter, have against the CITY and relinquishes any right to require the CITY to repair, replace, restore or improve the affected area beyond that described herein. Furthermore, APPLICANT agrees not to install any permanent improvements, except asphalt, fencing, concrete curbing, irrigation lines or sidewalks within a 5 feet strip on either side of the CITY lines or facilities. APPLICANT is solely responsible for any improvement(s) installed within the CITY's right-of-way/property and chooses to install same at his/her own risk.

IN WITNESS WHEREOF, APPLICANT has hereunto set his hand and sealed on the day and year first above written.

Signed, Sealed and Delivered in the presence of:                      APPLICANT  
  
\_\_\_\_\_

\_\_\_\_\_ **Print Name**

\_\_\_\_\_ **Print Name**

**State of Florida    )**  
**) SS:**  
**County of Broward)**

The Foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_,

By \_\_\_\_\_ for \_\_\_\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC, STATE OF FLORIDA**

My Commission Expires \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Identification Produced/Type \_\_\_\_\_

**MAYOR**  
Richard J. Kaplan, Esq.

**VICE MAYOR**  
Howard Berger

**COMMISSIONERS**  
M. Margaret Bates  
Hayward J. Benson, Jr., Ed.D.  
Ken Thurston

# CITY OF LAUDERHILL



**CITY MANAGER**  
Charles Faranda, CM  
Desorae Giles-Smith, DCM  
Kennie Hobbs, Jr., ACM

**CITY ATTORNEY**  
Earl Hall, Esq.

**CITY CLERK**  
Andrea M. Anderson

**FINANCE**  
Building Division

Re: Building Permits

To Whom It May Concern:

Please be advised that you are responsible to know and follow any deed restrictions or covenants that are imposed by Homeowner Associations, Condominium Associations or any other person or legal entity. If your property is deed restricted, it is your responsibility to know and follow the rules or restrictions.

You proceed at your own risk if you perform construction or other improvements on your property that violate deed restrictions and covenants. By issuing a building permit, the City of Lauderhill does not assume any liability to you or your association.

A handwritten signature in blue ink that reads 'Ryouse'.

Randy Youse  
Chief Building Official  
City of Lauderhill